



County of San Bernardino

F A S

CONTRACT TRANSMITTAL

FOR COUNTY USE ONLY

<input checked="" type="checkbox"/> New	Vendor Code			Dept.		Contract Number
<input type="checkbox"/> Change				CLB		
<input type="checkbox"/> Cancel						
County Department County Library				Dept. CLB	Orgn. 106	Contractor's License No.
County Department Contract Representative Michelle Eberhard, Staff Analyst				Telephone (909) 387-5531		Total Contract Amount \$50,000
Contract Type						
<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other _____						
If not encumbered or revenue contract type, provide reason: _____						
Commodity Code			Contract Start Date 07/01/2003	Contract End Date 06/30/2003	Original Amount \$50,000	Amendment Amount
Fund SAP	Dept. CLB	Organization 106	Appr.	Obj/Rev Source 9970	GRC/PROJ/JOB No	Amount \$50,000
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No	Amount
Project Name <u>A LITE Place for Special Needs</u> <u>Families Grant Application</u>			Estimated Payment Total by Fiscal Year			
			FY 03/04	Amount \$50,000	I/D	

CONTRACTOR CALIFORNIA STATE LIBRARY – LIBRARY SERVICES AND TECHNOLOGY ACT

Federal ID No. or Social Security No. _____

Contractor's Representative Jay Cunningham

Address CSL – LSTA, Library Development Svcs, P.O. Box 942837 Phone (916) 653-5217

Nature of Contract: *(Briefly describe the general terms of the contract)*

Grant Application to the California State Library to secure grant funds to expand existing Literacy, Information, Technology and Education (LITE) center at the Apple Valley Branch Library to improve access to information, resources, materials, and adaptive technology for children, birth to age five, with special needs for the period of July 1, 2003 through June 30, 2004. The grant will provide funding to bridge the gap in existing literacy services in the High Desert area by providing a non-threatening meeting area for socialization programs, interactive story-times, and one-on-one or group support for parents and caregivers of special-needs children. Materials provided by this grant will include a special collection of books, videos, and CDs to provide up-to-date support and assistance to these families.

THIS IS NOT A CONTRACT
THIS IS A COVER
TRANSMITTAL ONLY

(Attach this transmittal to all contracts not prepared on the "Standard Contract" form.)

Approved as to Legal Form (sign in blue ink)	Reviewed as to Contract Compliance	Presented to BOS for Signature
<u>α</u>	<u>α</u>	<u>α</u>
County Counsel		Department Head
Date _____	Date _____	Date _____

California State Library
Library Services and Technology Act (LSTA)
Fiscal Year 2002–2003

APPLICATION
Public Library Services for People with Disabilities Program

Submit in five (5) copies to be received by 4:30 p.m., June 16, 2003, to Attn: Kevin Saunders, Library Development Services Bureau, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001, for mail. (Non-postal delivery: 900 N Street, Suite 500, Sacramento, CA 95814). FAX is not acceptable. INFORMATION: Tel. (916) 651-6509.

1. Project title: A LITE Place for Special Needs Families

2. Applicant: San Bernardino County Library
(full name of library jurisdiction)

3. Address: 104 W. 4th Street, San Bernardino, CA 92415

4. Contact name: Lorrie Mathers

Phone: (909) 387-5730 Fax: (909) 387-5880 E-Mail: lmathers@lib.sbcounty.gov

5. District #'s: Assembly 32,34,36,59,60,61,62,63,65 State Senate 17,18,29,31,32
House 25,26,41,42,43

6. User population served by jurisdiction (figure from local source): 250

7. Project Partners:

CONTACT	LIBRARY/AGENCY
Susan Curwen, Family-Infant Early Start Teacher, Children birth – 3	San Bernardino County Schools, Desert/Mountain Operations
Steve Vaughn, Regional Manager	Special Education Local Plan Area, Desert/Mountain Operations
Margaret Mortimer, Early Childhood Assessment Team & Services Teacher	San Bernardino County Schools, Desert/Mountain Operations
Melanie Regalado, Public Relations	Apple Valley Unified School District Preschool Family Center
Vicki Godden, Curriculum Director	Apple Valley Unified School District

8. Amount of LSTA funding requested (total for one year): \$ 50,000

9. The State Plan reference is Goal 4, Outcome E.

10. Project Summary: (Briefly restate the answers to questions 12-19. This may be used as a stand-alone document, so be sure to be concise and to include the most compelling aspects of your project.)

In the High Desert Area of San Bernardino County, there is a need for access to information, resources, materials and adaptive technology for children with special needs from birth to age five, their parents and caregivers at the Newton T. Bass Apple Valley Branch Library in the community of Apple Valley. Through this project, the San Bernardino County Library would like to fill the gap for these missing services to parents and caregivers, in addition to providing a non-threatening meeting area for socialization programs, four interactive storytimes per month performed through various mediums, such as puppetry or sign language, the opportunity for parents and caregivers to meet one-on-one in supportive groups two times per month and have access to professional speakers from the health care community and local school district personnel at least once per month to educate and prepare them and their children for entry into the school system. The Library would also add links for services and information to its existing ADA compliant website to provide home accessibility for those families in need.

The Library will provide a special collection of books, videos and CDs for immediate use on disability topics such as: visual/hearing/speech/language impairment, autism, learning/developmental disabilities, pre-maturity, at-risk and medically fragile children all of which were identified by a needs assessment survey in the community. The community has also recognized the lack of services to these families and has expressed the desire to collaborate on meeting their needs and goals.

Project partners from San Bernardino County Library, San Bernardino County Schools Early Start and Early Childhood Assessment Teams and Services Desert/Mountain Operations, the Special Education Local Plan Area Desert/Mountain Operations, Apple Valley Unified School District Preschool Family Center and the Apple Valley Unified School District Curriculum Department will work together to develop these much-needed parent/caregiver and child socialization programming and workshops. These opportunities will incorporate adaptive curriculum for special needs children, training for the use of adaptive technology, and computer instruction for utilizing the Library's website in branches and at home. Partners will also coordinate resources, materials information and networking opportunities in addition to participating in quarterly Advisory Group meetings.

11. Budget Summary

- a. Salaries & Benefits
- b. Library Materials
- c. Operation
- d. Equipment (\$5K+)
- e. Total for Objectives
- f. Indirect Cost
- g. TOTAL

LSTA (1)	Other funds (2)	In-kind (3)	Total (4)
17,576	18,122	11,475	47,173
15,000	28,245	3,608	46,853
17,424	3,784	19,858	41,066
50,000			135,092

(Based on answers to questions 26-27)

12. Users: Who will benefit from the proposed project?

Children with special needs from birth to age 5, their parents and caregivers will benefit from this project through the addition of materials and resources to the library collection, adaptive technology, professional healthcare speakers, links on the library's website to other resources and support groups, and interactive storytimes provided through various mediums.

13. Need: What is the user-based need you are addressing with the proposed project and how did you determine the need?

The user-based needs to be addressed include: the need for current information and resources for several disabilities affecting children in this age group, readily available adaptive technology, a comfortable, non-threatening meeting area for socialization, and the opportunity for parents to meet one-on-one or in small groups with health care professionals, educators and each other in supportive groups. These needs were determined through a general community scan and a survey administered specifically to parents and caregivers of special needs children.

14. Community Goal: What does the community (i.e., city, county, or district) hope to

achieve for the users?

The community wants to provide parents, caregivers and special needs children access to adaptive technology, programs, resources and information, which are scarce in this area.

15. Library Goal: What does the library hope to achieve for the users in response to the need identified above?

The Library's goal is to fill the gap in services, by providing resources, programs and technology and a unified approach for information for the target group.

16. Services: What services/programs will the project provide? Why did you select these services/programs to achieve the goal?

The Library will provide a special collection of books, videos and CD's on disabilities such as: visual/hearing/speech/language impairment, autism, learning/developmental disabilities, pre-maturity, at-risk and medically fragile children, along with Internet resources for parents and caregivers, parenting programs and workshops facilitated by health care professionals and educators in preparation of the school experience, adaptive technology for children, storytimes and children's programming using several mediums, such as sign language and puppetry, for all children ages birth to five.

17. Inputs: What resources (materials, equipment, facilities, etc. – grant-funded and not grant-funded), other than staff, will the library use?

The library will purchase: books, videos and CDs on several disabilities in the amount of \$15,000 and adaptive technology hardware and software for 4 computers in the amount of \$10,000. The library will provide Internet links to related websites on our established ADA compliant Homepage; will utilize 1 existing computer lab and 1 Literacy, Information, Technology, and Education (LITE) Center; will dedicate to this project 2 ADA trained staff, and 1 current part time employee (to be trained as a substitute); enlist the aid of 3 current volunteers; and add health care professionals and special education speakers to weekly programming currently being provided.

18. Outputs: How many of each service/program will the library provide? How many users will be served?

The library will provide 4 parent/child socialization programs per month with an expected 20 in attendance; 1 workshop with professional speakers from the health care and special education field per month with an expected 10 in attendance; and 2 training sessions in the use of adaptive technology per month with no more than 6 adults in attendance. Services will also include links added to the existing Homepage with an anticipated 30 to 50 hits per month.

19. Project Partners: What role do the project partners have? Describe what each agency will do.

Project Partners are: San Bernardino County Schools Early Start Programs (children with special needs, birth to age 3) Desert/Mountain Operations, San Bernardino County Schools Early Childhood Assessment Team and Services (children with special needs, ages 3-5) Desert/Mountain Operations, the Special Education Local Plan Area, Desert/Mountain Operations, Apple Valley Unified School District Preschool Family Center, and the Apple Valley Unified School District, Curriculum Department. All partners will work together to develop parent/caregiver and child socialization workshops according to a needs assessment survey previously taken and the adaptive curriculum for special needs children and provide their clients with referral information. Partners will coordinate resources, materials, information and networking opportunities. Quarterly Advisory Group (project partners) meetings will be established to ensure the project's objectives are being met. The partners will also be instrumental in providing evaluation of services.

20. Project Staffing: Who will work on the project, whether paid for by the grant or not? *(Include job title, classification, full/part-time, brief description and long-term need for position.)*

1 – Librarian I, Literacy Coordinator, fulltime. This position will not be paid for with grant funds, but will dedicate approximately 10 hours per week to researching and purchasing materials and resources, coordinating links for the County Library's website, providing training when necessary, attending quarterly project partners meetings, and overseeing the management of the project. There is a long-term need for this position, since the individual was the original grant writer, has attended all Public Library Services for People with Disabilities Program trainings and can provide valuable input for future programming.

1 – Library Assistant, Early Childhood Specialist, full-time. This position will not be paid for with grant funds, but will dedicate 20 hours per week to providing adaptive technology training, scheduling and providing parent/caregiver and child socialization programs, scheduling and facilitating parent/caregiver workshops, scheduling and attending quarterly project partners meetings, and coordinating and disseminating information and resources to project partners, parents and caregivers. There is a long-term need for this position since the individual has attended all Public Library Services for People with Disabilities Program trainings and can provide valuable input for future programming.

1 – Library Assistant, substitute, part-time. This position will be paid for with grant funds. The individual will perform the regular duties of the Early Childhood Specialist while the staff member is dedicated to this project. There is no long-term need for this position.

3 – Volunteers currently assisting in the Literacy, Information, Technology and Education (LITE) Center.

21. Project Evaluation (i.e., Intended Outcomes):

a. Intermediate outcome(s)

Parents/caregivers will access the Library's web page; parents/caregivers and children will attend programming and workshops; parents/caregivers and children will utilize the Library's adaptive technology; parents/caregivers and children will access new disabilities materials (books, videos, CDs).

b. Indicator(s) of intermediate outcome(s)

The Library website will show 30 to 50 hits per month; attendance sheets will reflect 90 to 100 attendees per month; attendance sheets will reflect 15 to 20 computer lab users per month; materials circulation will increase 25% per month.

c. Data collection method for intermediate outcome(s)

Website administrator's monthly report; sign-in sheets from the Literacy, Information, Technology and Education (LITE) Center, Computer Lab sign-in sheets; monthly library circulation reports.

d. Long range outcome(s)

Parents/caregivers will have an increased knowledge and awareness on how to access information from the web and other resources and become advocates for their children when they enter the school system; children with special needs will develop a stronger sense of how to interact socially with other children.

e. Indicator(s) of long range outcome(s)

The Library's website will show a 5% increase in the number of hits over the period of one year; the Computer Lab will show a 50% increase in usage over the period of one year; circulation of materials on disabilities will increase 25% over the period of one year; school district Parent Advisory groups will show an increase in attendance by 2% over the period of three to five years; attendance at Library programs by special needs children, their parents and caregivers will increase by 3% over the period of one year.

f. Data collection method for long range outcome(s)

Website administrator's monthly report; Computer Lab sign-in sheets; monthly library circulation reports; sign-in sheets from Apple Valley Unified School District Parent Advisory group meetings; sign-in sheets from the Literacy, Information, Technology and Education (LITE) Center and client evaluations.

22. Project Timeline (quarter by quarter: July-September, October-December, January-March, April-June)

July-September:

Order adaptive technology, hardware and software, books, CDs and videos on various disabilities, discuss and implement web link additions with Library Web Page Coordinator, schedule and provide at least 8 parent/caregiver and child socialization programs and 1 professional speaker workshop. Familiarize and train branch staff of project implementation. Schedule 1 quarterly project partners Advisory Group meeting.

October-December:

Receive books, CDs and videos, incorporate them into the library catalog and distribute to the branch for circulation. Receive adaptive technology hardware and software and install in the Apple Valley Branch Literacy Lab. Train branch staff and volunteers in the use of hardware and software. Schedule and provide at least one parent/caregiver adaptive technology training session. Schedule and provide 12 parent/caregiver and child socialization programs and 3 professional speaker workshops. Monitor hits to the Library Website. Schedule 1 quarterly project partners Advisory Group meeting.

January-March:

Schedule and provide 6 parent/caregiver adaptive technology training session. Schedule and provide 12 parent/caregiver and child socialization programs and 3 professional speaker workshops. Monitor hits to the Library Website. Schedule 1 quarterly project partners Advisory Group meeting.

April-June:

Schedule and provide 6 parent/caregiver adaptive technology training session. Schedule and provide 12 parent/caregiver and child socialization programs and 3 professional speaker workshops. Monitor hits to the Library Website. Schedule 1 quarterly project partners Advisory Group meeting. Evaluate client usage and feedback.

- a. Please indicate when during the project year you expect to meet your intermediate outcome(s): By the end of the second quarter
- b. Please indicate whether you expect to reach your long range outcome(s) during the project year or afterwards: All but one of the long range outcomes will be met by the end of the project year.
- c. If the long range outcome(s) will be achieved after the project year, please indicate when: One long range outcome will be met within three to five years.
- d. If the long range outcome(s) will be achieved after the project year, please indicate what local resources will be committed to measuring the final results: The long range outcome to be achieved within three to five years will be measured through the collaboration with the Apple Valley Unified School District Parent Advisory Group and San Bernardino County Schools Desert/Mountain

Operations and client evaluation.

23. How will you promote the new service to potential users?

The library will create and distribute brochures and flyers to all of our project partners' agencies, local hospitals, birthing centers, local physician's networks and local schools and preschools providing services to children with special needs, links and hot buttons will be added to the library website on the Children's Services homepage, the Literacy, Information, Technology and Education (LITE) Center homepage, and the Library Resources and Services homepage.

24. How will you publicize the library's new service to the general public and the stakeholders in your community (i.e., city, county, or district)?

PSAs will be submitted to local radio, television and newspapers covering the High Desert area. Library staff dedicated to this project will participate in speaking engagements at community events, local government, service groups and local area networks. The community will be invited to participate in all scheduled programs, workshops and trainings via flyers and brochures, the website will have easy access links, new signage will be incorporated at the circulation desk, the public access computers, the computer lab and the Literacy, Information, Technology and Education (LITE) Center. Information and flyers will be coordinated at quarterly Advisory Group meetings to ensure distribution to the general public.

25. How will you continue this service after the LSTA grant year concludes (June 30, 2004)?

San Bernardino County Library will actively pursue other funding opportunities that will allow them to continue to offer these valuable services. The Mission of the San Bernardino County Library is to provide equal access to information services and materials for all people of the County of San Bernardino. The Library actively promotes its information services, materials and programs for the informational, educational, cultural and recreational needs of all residents of San Bernardino County.

Specially funded projects that provide representation and services to people with disabilities of San Bernardino County are strongly supported, pursued and encouraged to further support the Mission. SBCL will make every attempt to continue program services by allocating **A LITE Place For Special Needs Families** program costs into the Library's overall operations budget and additionally will pursue local funding sources.

26. Program Budget:

LSTA FUNDS REQUESTED

a. Salaries (list personnel):	\$ <u>13,437</u>
1 – Library Assistant, part-time	
Benefits: @ <u>35</u> %	\$ <u>4,139</u>

SUBTOTAL Salaries:	\$ <u>17,576</u>
b. Library Materials:	\$ <u>15,000</u>
SUBTOTAL Materials	\$ <u>15,000</u>
c. Operation:	\$ <u>17,424</u>
Equipment (under \$5,000) – specify individually:	\$ <u>4,200</u>
4 – IntelliKeys USB Keyboards with cables	\$450 each Total: \$1,800
4 – IntelliKeys USB Keyguards, set of five	200 each 800
4 – Keyguards for Custom Overlays, 3 sets	300 each 1,200
4 – Overlay Locks	25 each 100
4 – Kinder Track Balls	75 each 300
Computer software and electronic database subscriptions	\$ <u>5,800</u>
Service/maintenance contracts	\$ _____
Office and library supplies	\$ <u>3,500</u>
Office and library supplies directly related to the project	\$ <u>2,724</u>
Postage and telecommunications	\$ _____
Printing and public relations materials	\$ <u>1,200</u>
Training and conference fees	\$ _____
Local travel	\$ _____
Contractual staff	\$ _____
Other (specify):	\$ _____
SUBTOTAL Operations:	\$ <u>17,424</u>
d. Equipment (\$5,000 or more) – specify individually:	\$ _____
SUBTOTAL Equipment:	\$ _____
e. PROGRAM TOTAL:	\$ <u>50,000</u>
f. Indirect cost (maximum 10% of line e.):	\$ _____

g. **TOTAL LSTA** \$ 50,000
OTHER CONTRIBUTED FUNDS TO BE USED FOR PROJECT (non-LSTA)

Other funding dedicated to this project is allocated from First 5 San Bernardino for staffing, additional LITE Center materials for children, their parents and caregivers, program supplies, staff training and client desktop supplies.

\$ 50,151

IN-KIND CONTRIBUTIONS TO PROJECT (from library and/or partners)

San Bernardino County Library will provide funding for assigned staff salaries, additional materials in support of the project, payroll, administrative responsibilities, PCs, utilities, phone, fax, office/lab space, subscription databases, Volunteer services, printer cartridges, postage, travel and training related expenses.

\$ 34,941

TOTAL PROJECT BUDGET: \$ 135,092

27. Narrative support for budget:

1 Library Assistant, part-time will be assigned to perform the regular duties of the Library Assistant Early Childhood Specialist while the individual is dedicated to this project. There is a Computer Lab with 4 computers already in existence at the assigned branch. All equipment under \$5,000 will be dedicated to this area. Computer software will also be dedicated to this area. Office and library supplies directly related to this project will be based on special needs curriculum as defined in collaboration with the project partners.

Project Title: A LITE Place for Special Needs Families

Applicant Jurisdiction: San Bernardino County Library

28. Certification:

a. I affirm that the jurisdiction or agency named below is the legally designated fiscal

agent for this program and is authorized to receive and expend funds for the conduct of this program.

- b. I affirm that any or all other agencies participating in the program have agreed to the terms of the application/grant award, and have entered into an agreement(s) concerning the final disposition of equipment, facilities, and materials purchased for this program from the funds awarded for the activities and services described in the attached, as approved and/or as amended, application.

(Signed): _____

Date:

(Authorized representative)

Name and title: Ed Kieczkowski, County Librarian

Organization: San Bernardino County Library

Street/mail address: 104 W. Fourth Street

City: San Bernardino County: San Bernardino Zip + 4: 92415-0035

Telephone: (909) 387-5730 Fax: (909) 387-5880

E-mail: lmathers@lib.sbcounty.gov